

## Approved Selectboard Meeting Minutes

*Monday, January 8, 2018 at 7pm at the Calais Town Offices*

**Present:** Denise Wheeler (Chair), John Brabant (Vice Chair), Rose Pelchuck (Member), Sharon Winn Fannon (Member), Clif Emmons (Member), Jonathan Williams (Selectboard Administrator), Katie Lane-Karnas (Recording Secretary), Jerome Lipani, John McCullough, Donna Fitch, Scott Bassage, Paul, Mary Jacobson, Chris Cochran, Gus Seelig, Alfred Larrabee, David Schütz, Maddy Morgan

1. Call to Order: Denise Wheeler called the meeting to order at 7:03 pm.
2. Public Comment: The Selectboard met and greeted the Town's new road crew employee.
3. Review of Agenda/Correspondence: The letter of support for CVSWMD is removed from the agenda.
4. Recurring Items, Presentations, Reports:
  - a) Memorial Hall Letter of Support Review: Board members representing the North Calais Memorial Hall Association updated the Selectboard on the changes that have occurred over the past year: the Stow Women's Relief Corp decided to release ownership of the Memorial Hall and a group of Calais residents formed the North Calais Memorial Hall Association to take over ownership of the hall and the lands. Mary Jacobson and Chris Cochran, representing the Association, shared the details of the Women's Relief Corp terms for the sale of Memorial Hall and discussed details of their grant applications, fundraising, and the timeline. They intend to raise \$300,000 in the first year and have applied for a Vermont Housing and Conservation Board grant, which requires a letter of support from the Calais Selectboard. The Association members requested this letter of support from the Selectboard. The Selectboard may, in the future, have to consider issues related to the road and public access. Sharon Winn Fannon moved and Clif Emmons seconded a motion for the Selectboard chair to sign and submit the letter, as amended, in support of the Memorial Hall Association grant. The motion passed unanimously.
  - b) Town Hall Renovation Committee Proposal: Town Hall Renovation Committee members reviewed the renovation's preliminary cost estimates and identified estimated income sources; they asked the Selectboard to include a loan of \$200,000, over five years, on the Warning. The preliminary estimates of total cost of the project is projected at \$350,000. The ADA accessibility grant (aka the Community Development Block Grant, or CDBG grant), combined with approval for a loan from the voters, would permit the Committee to make the building preliminarily functional following the 2018 summer and fall building season. The Selectboard Administrator mentioned other potential grant opportunities (in addition to CDBG). The Selectboard talked about the demands on space at the municipal

office building, and expressed its appreciation for the volunteer energy and efforts to renovate the Town Hall. The Committee and Selectboard discussed unforeseen expenses, the increase to the local tax rate in relation to the changes happening to federal taxes; and the steadily increasing need over the past few years for additional municipal space, which a renovated Town Hall would provide. The Selectboard agreed with the Town Hall renovation committee's ideas of public discussion meetings and Front Porch Forum news items before Town Meeting. The Town Hall budget will be warned as a separate item for discussion at Town Meeting, and not included in the Selectboard's warned budget. The Selectboard intends to consider the committee's request for the loan on the Warning at the next meeting.

5. Business Items for Possible Vote:

- a) Conservation Commission Appointment: The Selectboard met and interviewed Maddy Morgan, appointee, who has been attending the Conservation Commission meetings. Rose Pelchuck moved to appoint Maddy Morgan to the Conservation Committee to fill the unexpired term of Grant Orenstein, term expiring 2018. Denise Wheeler seconded, and the motion passed unanimously.
- b) Budget Review: The Town Treasurer and Selectboard reviewed and adjusted the most recent budget figures line by line. The Selectboard discussed voting on a fixed delinquent tax penalty at Town Meeting, and the schedule of indebtedness.
- c) Warning: The Selectboard continued discussion of the sequence of the school and Town meetings. The Selectboard planned reaching out to the school board to attend an upcoming meeting. The Selectboard researched Calais's delinquent tax interest rate, which was last included in 2014 (.5 percent per month), in consideration for this year's Warning, and discussed setting the delinquent tax penalty rate at a fixed 4.5 percent, instead of calculating the penalty based on interest the town pays. Since the voters reduced the penalty several years ago based on a discussion and motion from the floor at Town Meeting, the revenue from the penalty is not enough to pay the delinquent tax collector. The town now pays the delinquent tax collector a stipend. Fixing the delinquent penalty at 4.5 percent would help offset the burden on taxpayers who pay their taxes on time.
- d) Operations Manager Job Description: This item was tabled to a future meeting.
- e) Reserve Funds Balance Policy: This item was tabled to a future meeting.
- f) Certificate of Highway Mileage Review & Approval: Rose Pelchuck moved to approve the Certificate of Highway Mileage and to authorize the Selectboard chair to sign the certificate. Clif Emmons seconded, and the motion passed unanimously.
- g) Central Vermont Solid Waste District Letter of Support: (This item removed during Review of Agenda.)

6. Review of Assignments, Minutes, Warrants, Upcoming Meetings

- a) Review, discussion, and approval of Minutes: 10/23, 11/27, 12/04, 12/05, 12/07, 12/18: Denise Wheeler moved to approve minutes as listed on the agenda, with edits from Sharon Winn Fannon and Rose Pelchuck. John Brabant seconded and the motion passed unanimously.
- b) Warrants: The Selectboard circulated and signed the orders in its usual manner.

- c) Assignments: None.
- d) Other Business: None.

7. Executive Session – Personnel Matters 1 V.S.A. 313 a (3)

Denise Wheeler made a motion to go into executive session at 9:35 pm in accordance with 1 V.S.A. subsection 313 (a) (3) for the purpose of discussing personnel matters. The motion was seconded, voted on and carried 5-0. The regular session resumed at 10:20 pm. Denise Wheeler stated there was nothing to report publicly.

8. Adjournment: Rose Pelchuck made a motion to adjourn at 10:21 pm. The motion was seconded, voted on and carried 5-0.

Date: 1/9/2018 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary

Approved by the Selectboard at the 1/15/2018 Selectboard meeting